



JOB ANNOUNCEMENT

Special Assistant Professional (Unclassified Position) Division of Finance and Administrative Services

The Division of Finance and Administrative Services is seeking applications for a Special Assistant Professional position in Jefferson City, 221 West High Street (Cole County).

JOB DUTIES INCLUDE:

This position will be responsible for fiscal analysis, budget, contract monitoring, fiscal management and other administrative duties for the Temporary Assistance for Needy Families (TANF) program, the Community Partnership Program and other programs as assigned by the Division Director and Deputy Director of Financial Management.

- Coordinate and lead Revenue Maximization efforts for the Department
- Coordinator/Liaison with the Department's Community Partnership Program and FACT Board Representative.
- Management of the fiscal portion of TANF programs, grant requirements, spend plans and Maintenance of Effort tracking activities
- Develop and manage Memorandums of Understanding and Memorandums of Agreement assigned.
- Special projects
- Other duties as assigned

QUALIFICATIONS:

Applicants must possess a degree in accounting, finance, business administration or closely-related area and have a minimum of 5 years of progressively responsible experience in the area(s) of accounting, finance or budget.

SALARY RANGE: \$50,000 to \$60,000 Annually

TO APPLY: Please send a cover letter; a completed Department of Social Services Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf>; a detailed resume; and a copy of academic transcripts to Brenda Becker via e-mail at brenda.s.becker@dss.mo.gov.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is April 22, 2016. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER